

## **A&R Telework FAQ**

**Updated January 14, 2022**

- When does the new telework policy go into effect?
  - January 14<sup>th</sup>
  
- What are the different types of Telework?
  - Routine Telework
    - Telework in which telework occurs as part of an ongoing, regular schedule (e.g., every Monday, Tuesday, and Wednesday).
  - Situational Telework
    - Telework which is approved on a case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing and regular telework schedule (e.g., “Can I telework tomorrow?”).
  
- Who can apply to telework?
  - All A&R members can apply to telework.
  - Members that are in hazardous duty classes do not have a right to appeal a denial of telework.
  - Members that were deemed “level 1, constant” during the COVID-19 pandemic – required to come to the work site every day during the pandemic – will likely have their applications denied due to operational need, but they still may apply, and appeal under the standard terms of the agreement.
  - The following groups can apply for telework, but have no appeal rights:
    - Those in their first year of state employment;
    - Those is a working test period (with a few exceptions for promotions and transfers);
    - Those in the first six months of a trainee class;
    - Those that received a less than satisfactory rating on their most recent performance rating issued within the last two years; and
    - Those that have received discipline of a reprimand or above after the last service rating and within the last two years.
  
- How do I apply for telework?
  - Submit an application through the DAS portal:  
[Semi-Annual Telework Application Request Form](#)
  
- When do I apply for telework?

30-60 days prior to the next six-month telework period

  1. during May for the July to December period
  2. during November for the January to June period
  
- How much telework can I apply for?
  - An employee may request telework schedules of any amount the individual believes to be consistent with job duties.

- What happens after I apply?
  - The agency reviews the application and:
    1. Grants the application in total;
    2. Grants part of the application, but denies another part;
    3. Denies the application to telework in total.
  
- What if I applied for 100% telework and the agency is requiring me to come into the office one day per week?
  - There is no right to appeal a decision of the agency to require a presence in the office of up to one day per week.
  
- What if the agency, in denying a telework application, requires me to come in to the office more than one day per week?
  - If you believe that you can perform all of your job functions while telecommuting up to four days per week, you may submit your case to appeal.
  
- How do I appeal a denial?
  - Fill out the [A&R Telework Denial of Request Form](#) ; this form will generate a “denial” email to the A&R Telework Committee as well as the SEBAC Telework Committee
  
- What happens to me while my appeal is pending?
  - If the agency denies your application to telework, they must advise you what telework they could approve for you.
  - You may continue to telework on the days approved by the agency, while appealing the denial.
  
- What if the agency doesn't respond to my application?
  - You may continue to telework as you have for the last period until the agency responds.
  - If requesting something other than what you are already doing, you may submit an appeal starting the day the new telework period starts, which is normally July 1 and January 1.
  
- Can I appeal a denial of situational telework?
  - Generally, no.
  
- What if two employees apply for the same telework day and one of them needs to be in the office?
  - The most senior employee (measured by time in state service) gets preference.
  
- Can the agency require me to come in on my telework day?
  - Generally, yes, if permitted under the defined recall standards
  
- Can I telework and still have AWS/Pure Flex?
  - Yes – Telework does not limit your rights under AWS/Pure Flex.
  - The agency may, however, still require you to be in the office one day per week
  
- From what locations may I telework?
  - Any location approved by your agency.

- Can I/must I telework on a snow day?
  - If it is a scheduled telework day and the office closes, you must continue to work from your telework location.
  - If it is a scheduled office day and the office closes, the agency may ask you to telework, but they may not require you to telework.
  
- Do I get mileage for travel on telework days?
  - Driving to the office on a telework day does not get you mileage.
  - If you have a meeting somewhere other than your office on a telework day you get the lesser of the mileage from the office or the mileage from your home.
  
- How should I conduct myself while teleworking?
  - Act like you are at work!
    - Everything you do for work is subject to FOIA
    - You must comply with all agency and statewide policies.
    - You must keep your work secure and confidential.
    - You must maintain your level of performance while teleworking.